

SAPC-13922 (not on 1 & 2)
Copy 3 of 5

14 March 1957

Dear Bob,

Attached is an extract from a leave policy statement which was forwarded to the first two field installations on 16 February 1957.

This copy is being forwarded to you for retention in your files as a reference in the event certain questions might arise at some time in the future.

Yours truly,

George

Attachment

25X1A

Dist:

1 & 2 - addresse

✓ 3 - Contr

4 - Pers/Admin

5 - chrono

WJC:ap

Ramo Woolridge

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Extract from directive sent to the Field on 16 February 1957:

3. Contractor Personnel

- a. For the purpose of computing actual leave time, when contractor personnel return directly to their homes for such ZI leave as may be provided for in their contracts, the day of arrival at their home will be considered a day of duty. The day of departure from their home will be considered a day of leave. This calculation will be made with the understanding that the individual concerned has utilized the first available, most direct transportation to and from his home.
- b. In the case of those personnel who desire to take their mid-contract leave in a foreign area, they will be considered in a leave status upon departure from their base.
- c. If the individual employee desires to take his entire vacation in a foreign area, provided such employee is not required by contract to return to the ZI, there is no objection to his separating such leave into two parts. It is felt that this will be a decision for the base commander to make since it involves the matter of retaining sufficient personnel on the base to meet operational requirements.
- d. If the individual elects for personal reasons to take less than the amount of ZI leave authorized in his contract, such unused ZI leave may be taken as "local" leave if operational requirements permit. Such unused ZI leave will not be paid for by the company at the end of the contract period.
- e. In those cases where contractor personnel do not proceed to their homes by the first available, most direct means, a flat allowance will be made for travel time from their detachment to their home and return. In these cases "A" personnel will be allowed 48 hours travel time from detachment to home and 48 hours return; "B" will be allowed 72 hours travel each way.